

C O N F I D E N T I A L

OC-M81-958
5 November 1981

MEMORANDUM FOR: (See Distribution)

FROM:

[Redacted]

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Director of Communications

SUBJECT:

Executive Board Meetings and Agenda Items

1. The Executive Board of the Office of Communications functions as a Board of Directors for this Office. Its membership consists of the line officers of the Office and the Chief, Programs & Budget Staff. The SSA/OC and C/OC-PS will be invited to attend when items of interest to those two officers are on the agenda. The Executive Board will meet quarterly to review the corporate health and to discuss items of a policy nature. These quarterly meetings will be scheduled on the first Mondays in February, May, August, and November at 0900 hours in the D/CO Conference Room, 2A03 [Redacted]. Additional meetings will be called on an ad hoc basis by the Executive Assistant in response to a request from any Member of the Executive Board. [Redacted]

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2. Division Chiefs are requested to submit and update, as appropriate, a list of suggested agenda items for discussion by the Executive Board. [Redacted]

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[Redacted]

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- 1 - C/OC-PS
- 1 - SSA/OC

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